

## **Pre-Proposal Meeting Minutes**

**Maryland Board of Physicians Supervisors Program RFP  
OPASS 21-18994  
eMMA# BPM023264**

**Meeting Date & Time: Wednesday March 30, 2021 10:00 AM**

**Proposal Closing Date and Time: Wednesday April 28, 2021 by 2:00 pm local time**

**Questions Due Date: No later than Wednesday April 21, 2021**

### Remarks & Notes:

- Purpose: This RFP has been issued to provide supervision services by qualified healthcare professionals for MD State healthcare licensees who have been found to need remedial supervision for care and/or documentation.
- Contract duration upon award: 3 years with 2 One Year Renewable Terms
- All documents concerning this solicitation can be found at the following links, using the above OPASS and eMMA numbers.  
[https://emma.maryland.gov/page.aspx/en/rfp/request\\_browse\\_public](https://emma.maryland.gov/page.aspx/en/rfp/request_browse_public)  
<https://health.maryland.gov/procumnt/Pages/Procopps.aspx>
- All questions should be submitted to: [Jessica.fields1@maryland.gov](mailto:Jessica.fields1@maryland.gov).
- All questions and answers will be posted on eMMA under the the eMMA#, and on the MDH website.
- There are no MBE or VSBE goals for this resulting contract.
- To be eligible for award you must be registered on eMaryland Marketplace Advantage. See Subsection 4.2 in the RFP for details.
- Subsection 5.2- Proposals (page 38): Outlines Technical Proposal (Volume I) and lists all of the documents and information required with your Technical Proposal.
  - The following number of Technical Proposals are required: 1 electronic version (in Microsoft Word Format; and a second (2<sup>nd</sup>) electronic version in a searchable pdf document in the same format for Public Information Act (PIA) requests. This

copy shall be redacted so that confidential and/or proprietary information has been removed.

- Section 5.4- Volume- Financial Proposal (page 43): Outlines the Financial Proposal (Volume 2)
  - The Financial Proposal, the Offeror shall submit 1 electronic version in Excel.
  - The Financial Proposal Form (Attachment B) must be FULLY completed
- Technical and Financial proposals must be password protected and submitted via email to [Jessica.fields1@maryland.gov](mailto:Jessica.fields1@maryland.gov).
- The Evaluation Committee, Evaluation Criteria and Selection Procedure are outlined in Section 6 (beginning on page 44). Your proposals will be evaluated by a committee organized for that purpose and will be based on the criteria set forth in the RFP.
  - The Technical Criteria, listed in descending order of importance, can be found in Subsection 6.2 with the Financial Proposal Criteria listed in Subsection 6.3.